



Carmella Sabaugh

Todd Schmitz
Deputy Clerk

Macomb County
Clerk/Register of Deeds

Betty A. Oleksik
Deputy Register of Deeds

BUSINESS REGISTRATION INSTRUCTIONS

Listed below are the instructions for completing a Business Registration form for Macomb County. Please note that this form requires a notarized signature and that our employees can notarize the application as long as it is signed in their presence. You must provide a valid driver's license or Michigan State Identification. The filing fee is \$10.00 for five years.

1. You must be 18 years old to register a business.
2. Make sure the business name you are requesting has **not been used in Macomb County**. Check Macomb County business names at <http://www.macombcountymi.gov/clerksoffice>. Make sure the business name you are requesting has **not been used at the state level**. Check Michigan Department of Labor & Economic Growth business names at http://www.cis.state.mi.us/bcs_corp/sr_corp.asp.
3. If you are not a Michigan resident an Irrevocable Consent Form must be completed.
4. Please type or print legibly.
5. Give the name of your business exactly as you plan to advertise it.
6. Each owner's full name and residence address must be listed.
7. For Co-Partnerships with more than four owners, attach a separate sheet of paper with the names and addresses of the partners and their signatures.
8. If the name you are registering is a franchise, the Franchise Agreement must be shown.
9. If your business is a Corporation, Limited Liability Company or Limited Liability Partnership, the assumed name is filed with the state – not locally. Contact the Michigan Department of Consumer and Industry Services at (571) 241-6470 or <http://www.michigan.gov/businessstartup>.

FOR YOUR OWN PROTECTION, DO NOT HAVE BUSINESS CARDS, STATIONARY, ETC. PRINTED UNTIL YOU HAVE RECEIVED CERTIFIED COPIES OF YOUR PAPERS.

Clerk's Office

40 N. Main St.
Mount Clemens, MI 48043
586-469-5120
Fax: 586-783-8184

<http://www.macombcountymi.gov/clerksoffice>
clerksoffice@macombcountymi.gov

Fax-on-Demand

Michigan: 1-888-99-CLERK
Out-of-State: 310-575-5035

Register of Deeds

10 N. Main St.
Mount Clemens, MI 48043
586-469-5175
Fax: 586-469-5130

<http://www.macombcountymi.gov/registerdeeds>
registerdeeds@macombcountymi.gov

**CERTIFICATE OF
SOLE PROPRIETORSHIP**

County of Macomb, Office of County Clerk
\$10.00 Filing Fee – Expires 5 years from date of filing

D.B.A. File No. _____

Certificate Exp. _____

Certificate Filed _____

THE UNDERSIGNED hereby certifies, under the provisions of P.A. No. 101, P.A. of Mich. for the year 1907, as amended, that the following person now owns, carries on, conducts or transacts or intends to own, carry on, conduct, or transact, a business or maintain an office or place of business in the County of Macomb, State of Michigan, under the name, designation or style set forth below:

Name of Business _____

Street Address of Business _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Business Owner's Name _____

Home Address (No PO Box) _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

SIGNATURE:

*** MUST BE SIGNED BEFORE A NOTARY PUBLIC***

STATE OF MICHIGAN
COUNTY OF MACOMB

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Signature: _____

Print: _____

Notary Public

State of Michigan, County of Macomb

My Commission expires: _____

NOTE: This Certificate must be renewed within five (5) years from date. If you change your place of business you must notify this office. If you change the personnel listed above, you must file Notice of Dissolution with this office. "Person" means one or more individual, partnerships, trusts, fiduciaries or other entities capable of contracting except corporations and limited partnerships.